

THE WHITE HOUSE
WASHINGTON

DD/S&T-3313

June 22, 1967

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

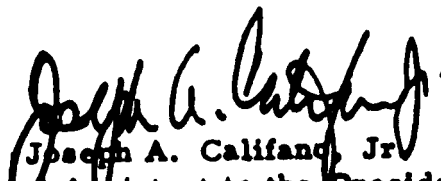
We are undertaking a comprehensive review of those reporting procedures whereby Department and Agency principals communicate with the President.

As a necessary preliminary, I would appreciate a detailed summary from you of all recurring reports furnished to the President and members of the White House staff. The details should include the days (or dates) on which reports are submitted; to whom they are sent; the source and date of the initial authorizing request. If you submit no reports, please specify that.

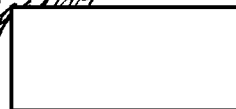
Periodic reports required by statute or Executive Order should be omitted from your summary.

It would be most helpful if you could send this information to Charles Maguire by next Friday, June 30.

In return, I am hopeful that we can clarify and simplify reporting procedures to the advantage of all parties.


Joseph A. Califano, Jr.
Special Assistant to the President

STAT

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DD / STAT
FILE *Reports*

Fred:

Security is the only Support component submitting recurring reports to the White House; therefore, this constitutes the DD/S response to Mr. Califano's memorandum dated 22 June 1967.

Other Support components contribute to the annual PFIAB report but I assume Mr. Bross will list that report for the Agency.

/s/

R. L. Bannerman

EO-DD/S:VRT:drc

Distribution:

Orig - Adse w/O DD/S 67- 3371 (by hand VRT)

~~1~~ - DD/S Subject w/ccy DD/S 67- 3371 and background

1 - DD/S Chrono

DD/S 67- 3371 : Memo dtd 28 Jun 67 for DD/S fr Howard J. Osborn, subj: Recurring Reports furnished to the President and White House Staff

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